

# Job Aid: Budget Transfer Workflow

University of Texas at San Antonio



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## Overview

Electronically creates a budget transfer journal, routes it through the approval process, and posts to PeopleSoft.

## Budget Transfer Types

Budget Entry Type	Description
Permanent (Original Transfer)	Permanent Budget Transfer
Transfer Adjustment	Temporary Transfer Adjustment

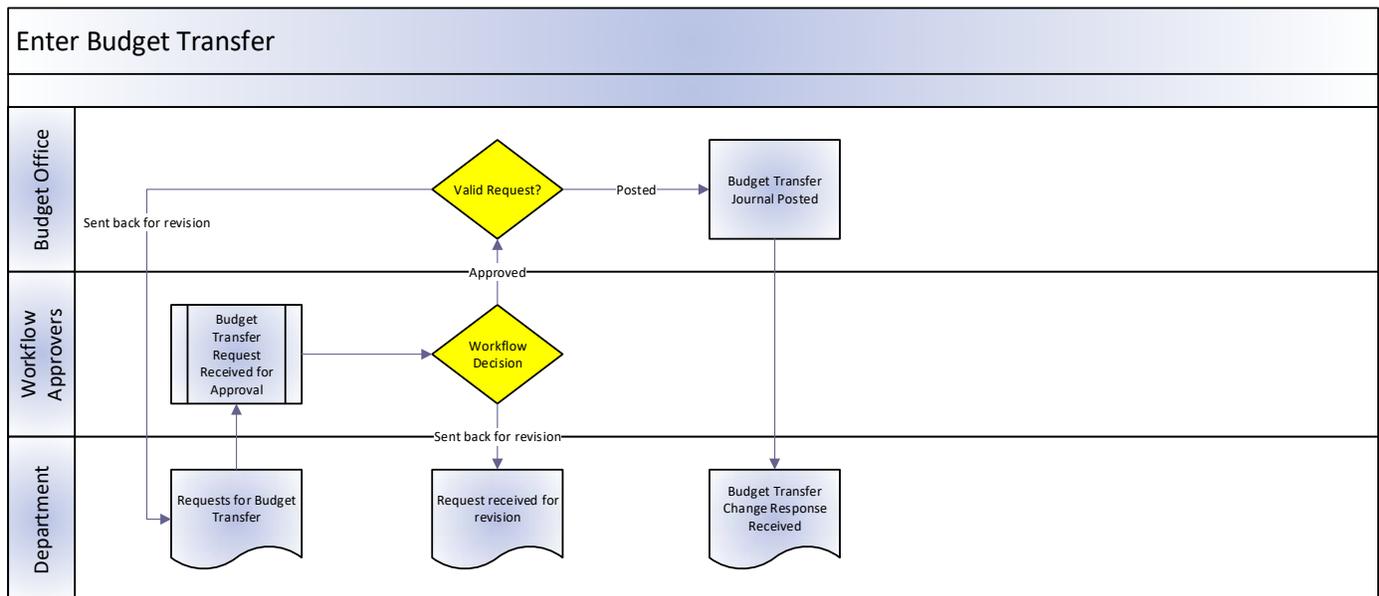
## Benefits

- Ensures accurate generation of budget transfer journals with proper supporting documentation.

## Assumptions

- Assumes workflow is created

## Business Process Flow



## Roles and Responsibilities

### Campus Departments

Authorized department personnel initiate Budget Transfer Journal into workflow.

## Workflow Approvers

Workflow Approvers review Budget Transfer Journal requests and approve those which are correct and complete.

### Projects

Workflow Approvers for transfers involving Projects are the Principal Investigator (PI), Office of Post Award Administration (OPAA), and Grants Contracts Financial Services (GCFS).

### Cost Share Cost Centers

Workflow Approvers for transfers involving Cost Share Cost Centers include the PI, OPAA, and Vice President for Academic Affairs (VPAA).

## Grants & Contracts Financial Services/Budget Office

Budget Office approves and posts approved budget transfers for OPE Ledger. This includes transfers for Cost Share Cost Centers. GCFS approves and posts approved budget transfer requests for the Grants (GRT\_CHILD1) ledger.

## Budget Transfer Journal Requirements

The Enter Budget Transfer component uses the same pages as the Enter Budget Journals component, and you process and post transfers just as you do regular budget entries, with the following exceptions:

- The Budget Header page in the Enter Budget Transfer component has different budget entry type options, namely, Transfer Original and Transfer Adjustment.
- Journal lines must balance.
- You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination.
- For Projects, you can transfer amounts only within the same Project and between the same Fund Code.
- If the Project's budget control option is set to *control*, then a transfer cannot reduce the budget amount below the amount that has already been expended and encumbered on the Project.

## Budget Transfer Worksheet

Prior to creating a budget transfer journal for a Project, the Budget Transfer Worksheet needs to be completed. The purpose of this worksheet is to verify the Projects F&A Rate and F&A Base. This is because the F&A base determines which budget categories are excluded from F&A. The worksheet helps to ensure that the transfer amounts are correct when moving budget funds between budget categories that exclude F&A and budget categories that do not. Later, this will be uploaded to the journal in PeopleSoft.

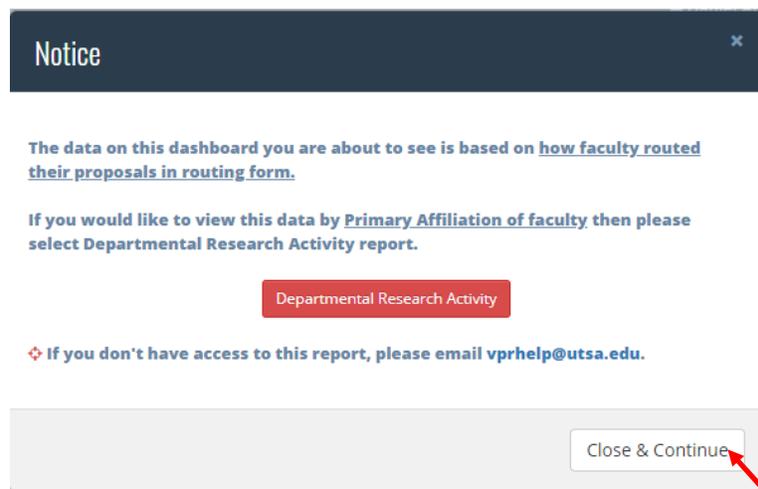
## Navigate to UTSA VPR Dashboard

*Note: If you are attempting to access this site from an off-campus location, you will need to have an active VPN connection.*

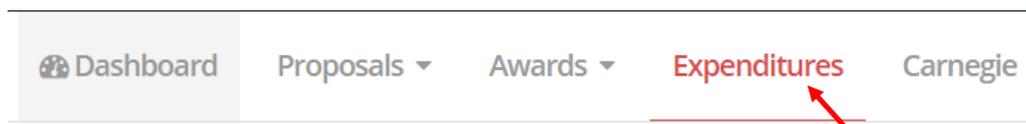
The VPR Dashboard can be found at <https://comal.it.utsa.edu/dashboard/>. Click “Login Now”. Use your UTSA credentials to log in.



The following notice will appear. Click “Close & Continue”.



From the top menu list of the dashboard, click on the “Expenditures” link:



On the next page, select your college/department to view the expenditure reports. At the bottom of the Expenditures page there is a series of report tabs. Click on the “F&A Look-up Tool” tab:

College level Expenditures

Center &amp; Institutes (F&amp;A Eligible Ones)

F&amp;A Look-up Tool

Pr

The lookup tool has several options for looking up a specific Project. The most direct option will be to search for the appropriate Project ID. This option is located at the top left of the screen. After you have entered the Project ID, it will be the only ID visible. Click the checkbox next to the Project ID.

In the main area of the screen, you will see the following information for the Project. This information will be used when completing the Budget Transfer Worksheet.

Project PI name	ProjectID	Funded FA Rate Effective Date	Funded FA Rate	Funded FA Base	Project Start Date	Project End Date	Award Description
Xie,Hongjie	1000002301	9/1/2017	47.00	PSPTR	4/30/2018	4/29/2021	Impacts of cloud-lead coupling on the surface energy budget of the Arctic sea ice-atmosphere system - Subaward 10046284-TX; PO#U000135958

Navigate to Financial Management Tools web page.

The budget transfer web page can be found <http://research.utsa.edu/research-funding/financial-management-tools-for-sponsored-projects/>. In the main section of the web page, you will find the following links:



Click the “Budget Transfers” link to go to the section of the web page that contains the Budget Transfer Worksheet.

### Complete Worksheet

To access the Budget Transfer Worksheet, return to the Financial Management Tools web page and click on the link for “Budget Transfers”. Then, click on the “Budget Transfer Worksheet” link.

### Budget Transfers

The **Budget Transfer Worksheet (Job Aid)** is a tool used for:

- entering amounts to be re-budgeted on sponsored projects and to document the justification for re-budgeting
- defining what budget accounts are excluded from F&A (indirect costs) depending on the F&A base type
- it aides with ensuring proper calculations or adjustments when the transfer of funds impacts F&A.

Clicking the “Budget Transfer Worksheet” link will cause an MS Excel file to automatically download to your computer. Detailed instructions to complete the worksheet follow.

### Header

Complete the Header of the worksheet as shown below.

<b>Request Date:</b>	<u>7/18/2020</u>	<b>Completed by:</b>	<u>River Song</u>
<b>Project ID:</b>	<u>1000002301</u>		
<b>F&amp;A Base:</b>	<u>PSPTR</u>	<b>Extension:</b>	<u>x 1234</u>
<b>F&amp;A Rate:</b>	<u>47.00%</u>		

Field	Value
Request Date:	Date that budget transfer is prepared.
Project ID:	Project ID for which budget journal is prepared.
F&A Base	F&A Base identified in F&A Rate & Base Lookup Tool.
F&A Rate	F&A Rate identified in F&A Rate & Base Lookup Tool.
Completed by:	Name of individual creating budget journal.
Extension:	Telephone extension of individual created budget journal.

### Budget Lines

The budget lines need to be entered into the Budget Transfer Worksheet exactly as they will be entered into PeopleSoft.

For this example, the Project involved in the transfer request has the F&A Base of PSPTR. For this F&A Base, The Scholarships & Fellowships category is excluded from the F&A calculation while Salary is included.

Since this transfer is moving funds from Scholarships and Fellowships to Salary, the totals being moved need to take this into account. If this is not done, the worksheet will display an error message:

			X = excluded from F&A	
G4010/G5010	Salary	\$ 6		0
G4020/G5030	Fringe Benefits	\$ -		0
G4030/G5040	Alterations and Renovations	\$ -		X
G4040/G5050	Equipment Fabrication	\$ -		X
G4050/G5060	Equipment Capital (Note: Minimum \$5,000 per item)	\$ -		X
G4060/G5070	Curation (Center for Archaeological Research Only)	\$ -		0
G4070/G5080	Consultant Services	\$ -		0
G4080/G5090	Office Services (Center for Archaeological Research Only)	\$ -		X
G4081/G5100	Administrative Expense	\$ -		0
G4082/G5105	STEM Tuition	\$ -		X
G4090/G5110	Other Direct Costs	\$ -		0
G5115	Mileage Expense (Center for Archaeological Research Only)	\$ -		0
G5116	Workshop-Seminar Costs	\$ -		0
G4100/G5120	Rent and Off Site Leases	\$ -		X
G4105/G5125	Equipment Rental	\$ -		0
G4110/G5130	Domestic Travel	\$ -		0
G4120/G5140	Foreign Travel	\$ -		0
G4130/G5150	Participant Expenses	\$ -		X
G4140/G5160	Scholarships & Fellowships	\$ (6)		X
G5155	Participant Travel	\$ -		X
G4150/G5170	Tuition & Fees	\$ -		X
G4160/G5180	Subaward < \$25k	\$ -		0
G4170/G5190	Subaward > \$25K	\$ -		X
G4180/G5200	F&A	\$ 3		X
<b>Net Budget Transfer (should equal to zero):</b>		<b>\$ 3</b>	<b>ERROR! MUST EQUAL ZERO!</b>	

Since this Project has a 47% F&A rate, \$4.00 in Salary costs will incur \$2.00 in F&A (rounded to nearest dollar). To balance this transfer, \$6.00 should be moved from the Scholarships & Fellowships category.

			X = excluded from F&A	
G4010/G5010	Salary	\$ 4		0
G4020/G5030	Fringe Benefits	\$ -		0
G4030/G5040	Alterations and Renovations	\$ -		X
G4040/G5050	Equipment Fabrication	\$ -		X
G4050/G5060	Equipment Capital (Note: Minimum \$5,000 per item)	\$ -		X
G4060/G5070	Curation (Center for Archaeological Research Only)	\$ -		0
G4070/G5080	Consultant Services	\$ -		0
G4080/G5090	Office Services (Center for Archaeological Research Only)	\$ -		X
G4081/G5100	Administrative Expense	\$ -		0
G4082/G5105	STEM Tuition	\$ -		X
G4090/G5110	Other Direct Costs	\$ -		0
G5115	Mileage Expense (Center for Archaeological Research Only)	\$ -		0
G5116	Workshop-Seminar Costs	\$ -		0
G4100/G5120	Rent and Off Site Leases	\$ -		X
G4105/G5125	Equipment Rental	\$ -		0
G4110/G5130	Domestic Travel	\$ -		0
G4120/G5140	Foreign Travel	\$ -		0
G4130/G5150	Participant Expenses	\$ -		X
G4140/G5160	Scholarships & Fellowships	\$ (6)		X
G5155	Participant Travel	\$ -		X
G4150/G5170	Tuition & Fees	\$ -		X
G4160/G5180	Subaward < \$25k	\$ -		0
G4170/G5190	Subaward > \$25K	\$ -		X
G4180/G5200	F&A	\$ 2		X
<b>Net Budget Transfer (should equal to zero):</b>		<b>\$ -</b>	<b>Okay!</b>	

*Justification*

A response is required to the question regarding change in scope, as well as a detailed justification for the budget transfer.

*Note: If the budget transfer is related to a change in the scope of the project, you will need to attach documentation verifying that prior approval of the budget transfer has been granted by the sponsor.*

Is this re-budgeting request due to a change in scope? No \_\_\_\_\_

**Justification:**

To reallocate funds per the PI's request. Sponsor allows re-budgeting within 25% of original budget as long as there is no change in scope.

When the worksheet is complete, save it to your computer so it can be attached to the budget journal.

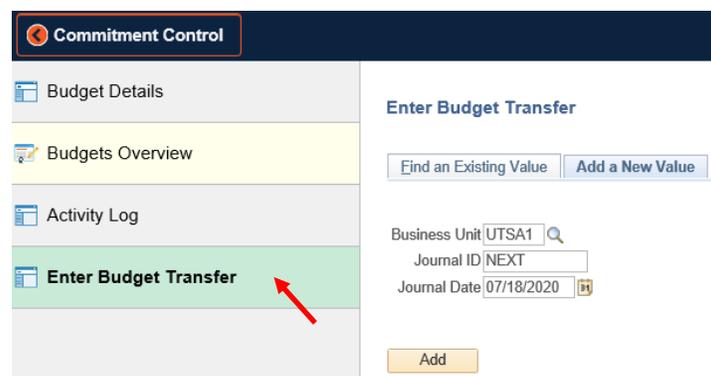
## Business Process Steps to Submit Journal for Approval

### Step 1 – Navigate to Enter Budget Transfer Page

The Budget Transfer Page can be accessed via landing pages or navigation.

**Landing Page:**

[Commitment Control Landing Page > Budgeting and Planning Tile > Enter Budget Transfer](#)



**Navigator:**

[Navigator > Financials > Commitment Control > Budget Journals > Enter Budget Transfer](#)

### Find an Existing Budget Journal

- 1) For reviewing or updating existing Budget Transfer Journals, click on the 'Find an Existing Value' tab to search using the Search Criteria fields.
- 2) Select the appropriate Budget Transfer Journal from the provided list.

#### Enter Budget Transfer

Business Unit    
 Journal ID   
 Journal Date

### New Budget Journal

If a new Budget Transfer Journal is being created, select the "Add New Value" tab or link and enter the following information:

#### Enter Budget Transfer

Business Unit    
 Journal ID   
 Journal Date

Field Name	Field Description/Purpose
Business Unit	UTSA1
Journal ID	Leave as NEXT. System will assign the next journal ID
Journal Date	Defaults to current date. Generally, leave this at the auto-populated default date. The date can be changed if necessary.
<input type="button" value="Add"/>	Click "Add"

## Step 2 – Enter Budget Journal

### Enter Budget Journal Header Information for Project

**Budget Header** | Budget Lines | Budget Errors

Unit: UTSA1 | Journal ID: NEXT | Date: 07/18/2020

\*Ledger Group: GRT\_CHILD1

Fiscal Year: 2020 | Period: 11

Control ChartField: Project

\*Currency: USD

Rate Type: CRRNT

Budget Header Status: None

\*Budget Entry Type: Transfer Adjustment

Exchange Rate: 1.00000000

Cur Effdt: 07/18/2020

Budget Type: Expense

**Parent Budget Options**

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type: Transfer Adjustment

Attachments (1)

Long Description: Test Budget Transfer  
234 characters remaining

Alternate Description  
150 characters remaining

Save | Notify | Refresh | Add | Update/Display

Field Name	Field Description/Purpose
Ledger Group	GRT_CHILD1
Currency	Leave at Default Value "USD"
Rate Type	Leave at Default Value "CRRNT"
Budget Entry Type	Select "Transfer Adjustment" for temporary Transfer Adjustment.
Exchange Rate	Leave at Default Value "1.0000000"
Attachments	Click the Attachment hyperlink to attach a document/spreadsheet to the journal. The number will change to reflect the number of attachments. <b>At a minimum, the Budget Transfer Worksheet should be attached for review by Approvers.</b>
Parent Budget Options	Both options should be checked so that the budget can be recorded on the Child and the Parent budgets. If they are not selected, Parent Budget must be entered and posted before a Child Budget can be posted to prevent errors of "Exceeds Parent Budget."
Parent Budget Entry Type	Select same value as Budget Entry Type.
Long Description	Enter a description for the journal
Alternate Description	Additional 150-character descriptor field if necessary.

Enter Budget Journal Header Information for Cost Share Cost Center

Budget Header | Budget Lines | Budget Errors

Unit UTSA1      Journal ID NEXT      Date 07/16/2020

\*Ledger Group

Fiscal Year 2020      Period 11

Control ChartField Fund Code      \*Currency

Rate Type

Budget Header Status None      Exchange Rate

\*Budget Entry Type

Cur Effdt

Budget Type Expense

Attachments (0)

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
 Parent Budget Entry Type

**Long Description**

119 characters remaining

**Alternate Description**

150 characters remaining

Field Name	Field Description/Purpose
Ledger Group	OPE
Currency	Leave at Default Value "USD"
Rate Type	Leave at Default Value "CRRNT"
Budget Entry Type	Select "Transfer Adjustment" for temporary Transfer Adjustment
Exchange Rate	Leave at Default Value "1.0000000"
Attachments	Click the Attachment hyperlink to attach a document/spreadsheet to the journal. The number will change to reflect the number of attachments. <b>At a minimum, the Cost Sharing/Matching form should be attached for review by Approvers.</b>
Parent Budget Options	Leave blank
Parent Budget Entry Type	N/A
Long Description	Enter a description for the journal referencing funding source cost center, cost share cost center and project ID.
Alternate Description	Additional 150-character descriptor field if necessary.

Field Name	Field Description/Purpose
	Click "Save"

Enter Budget Journal Lines information

Note: The Speedtype cannot be used for Budget transfers involving Cost Share Cost Centers. Each Chartfield needs to be entered.

Enter the Speedtype or ChartField information for the line you will be transferring the budget from. Then click the plus (+) sign to add the ChartField information for the line you will be transferring the budget to. Notice that Line 2 inherits the information from Line 1. Make sure to update to the intended receiving ChartField values.

Budget Header | **Budget Lines** | Budget Errors

Unit UTSA1      Journal ID 0000445863      Date 07/18/2020       Errors Only      Budget Header Status Security Error  
 Approval Header Status Not Submitted

\*Process        Submit For Approval     

▼ Lines      Personalize | Find | View All |      First 1-3 of 3 Last

Delete	Line	Error	Approval Line Status	Ledger	SpeedType	PC Bus Unit	Account	Fund	Dept	Function	Project
<input type="checkbox"/>	1	X	Not Submitted	GRT_CH_BUD	1000002301	UTSSF	G4140	5100	ASC004	200	1000002
<input type="checkbox"/>	2		Not Submitted	GRT_CH_BUD	1000002301	UTSSF	G4010	5100	ASC004	200	1000002
<input type="checkbox"/>	3		Not Submitted	GRT_CH_BUD	1000002301	UTSSF	G4180	5100	ASC004	200	1000002

Lines to add:    Journal Line Copy Down      From Line  To

**Totals**

Total Lines 3      Total Debits 6.00      Total Credits 6.00

Field Name	Field Description	Comments
Delete	Check box to delete lines	To delete a line, check box and click the minus (-) under Lines to Add section.
Speedtype	Enter Speedtype (for Projects only)	Enter the appropriate Speedtype. (Highly recommended for Projects to reduce data entry errors)
Account	Enter Budgetary Account	For Projects, Budget level must match the Project's current Budget Accounts (i.e. G4010 or G5010). For Cost Share Cost Centers, Budget Accounts should be consistent with the Cost Centers from which the funds will be transferred (i.e. A1000, A3000).

Field Name	Field Description	Comments
Fund	Enter Fund if needed	Will autofill if Speedtype is entered.
Dept	Enter Department if needed	Will autofill if Speedtype is entered.
Function	Enter Function if needed	Will autofill if Speedtype is entered.
Project	Enter Project if needed	Not necessary if Speedtype is entered. For transfers involving Cost Share Cost Centers, Project will have to be manually entered as well as the Cost Center.
Cost Center	Enter Cost Center if needed	If a Cost Share Cost Center is included, do not enter Speedtype. ALL chartfields need to be entered.
Lines to Add	Add or delete lines	Enter number of lines you wish to add and then click the plus (+) button. To delete lines, click on the line you wish to delete from the Delete column and then click the minus (-) button.

Chartfields and Amounts
Base Currency Details

Delete	Line	Error	Approval Line Status	Ledger	Activity	Set Options	Currency	Amount
<input type="checkbox"/>	1	X	Not Submitted	GRT_CH_BUD	1	Set Options	USD	-6.00
<input type="checkbox"/>	2		Not Submitted	GRT_CH_BUD	1	Set Options	USD	4.00
<input type="checkbox"/>	3		Not Submitted	GRT_CH_BUD	1	Set Options	USD	2.00

Lines to add  + - Journal Line Copy Down

From Line 
To 
Generate Budget Period Lines

Field Name	Field Description	Comments
Activity	Should always be "1"	
Set Options		Do not use.
Currency		Leave as default value "USD."
Amount	Enter Amount	Enter a positive amount to increase budget, and a negative amount to decrease budget.

▼ Lines Personalize | Find | View All | First 1-3 of 3 Last

Chartfields and Amounts **Base Currency Details**

Delete	Line	Approval Line Status	Ledger	Ref	Journal Class	Cumulative Begin Date	End Date	Journal Line Description
<input type="checkbox"/>	1	Not Submitted	GRT_CH_BUD					L4 Scholarships & Fellowsh
<input type="checkbox"/>	2	Not Submitted	GRT_CH_BUD					L4 Salaries
<input type="checkbox"/>	3	Not Submitted	GRT_CH_BUD					L4 F&A

Lines to add: 1 Journal Line Copy Down From Line  To  Generate Budget Period Lines

Field Name	Field Description	Comments
Ref	Free Form field	Enter additional detail if needed.
Journal Class	Field not currently used.	
Cumulative Begin and End Date fields	Field not currently used.	
Generate Budget Period Lines	Field not currently used.	
Journal Line Description	Free Form field	Enter additional detail if needed.
 Save	Click "Save" at the bottom of the panel.	

After clicking "Save", the Journal ID will display, and the Budget Transfer Journal will be ready to be Pre-checked and Submitted. The Budget Header Status should display "None". If Security Error displays, this error will have to be fixed first before being able to take any other action on the Journal. Please review the Budget Transfer Workflow Security Rules section for information on Security Errors. When the Budget Lines tab is selected, it displays a page to enter the ChartField Values which will be part of the transfer. To view more fields in one page, click the "show all columns" icon.

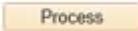
### Step 3 – Pre-Check Budget Transfer Journal

When the Budget Transfer Journal has been saved successfully, it needs to be Pre-Checked. Pre-Checking a Budget Transfer Journal identifies if there are missing ChartField values or common Budget Errors.

Budget Header **Budget Lines** Budget Errors

Unit UTSA1      Journal ID 0000445863      Date 07/18/2020       Errors Only      Budget Header Status None  
 Approval Header Status Not Submitted

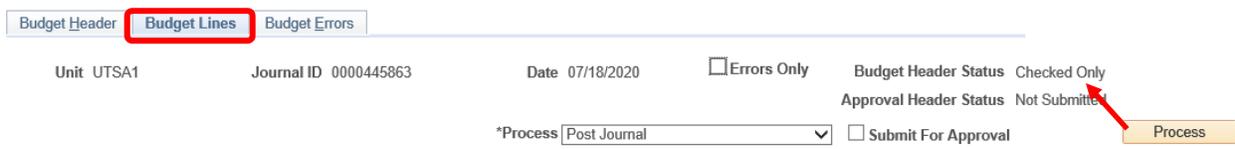
\*Process Budget Pre-Check  Submit For Approval Process

Process	Field Purpose	Value
Budget Pre-Check	Performs the usual budget checking and edits when a budget or transaction is posted, but it does so without committing changes to the Ledger_KK record.	Select this value. "Submit for Approval" should not be checked.
Copy Journal	Copies the original journal values.	
Delete Journal	Deletes the current journal. You cannot delete a posted or unposted journal.	
Edit ChartFields	Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting.	
Post Journal	Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and, if the journal is valid, posts it.	
Refresh Journal	Refreshes the data on the page with the data from the database. You lose unsaved changes if you do a refresh.	
Submit Journal	Submits journal for approval.	
		Click "Process".

Click "Yes" on the popup message.



When Pre-check completes successfully, the Budget Header Status should display "Checked Only". Please reference the section on Budget Transfer Journal Error Exceptions if the Budget Header Status displays "Error" link.



### Step 4 – Submit Budget Transfer Journal

When the Budget Transfer Journal has been Pre-Checked successfully, it is ready to be submitted for Workflow Approval.

The screenshot shows the 'Budget Lines' tab selected. The 'Process' dropdown is set to 'Submit Journal', and the 'Submit For Approval' checkbox is checked. A 'Process' button is visible on the right. Red arrows point to the dropdown, the checkbox, and the button.

Process	Field Purpose	Value
Submit Journal	Submits journal for approval.	Select this value. "Submit for Approval" should be checked.
		Click "Process".

The Approval Header Status on the Budget Transfer Journal will now display a "Pending" link.

The screenshot shows the 'Process' dropdown set to 'Post Journal'. The 'Approval Header Status' is now 'Pending', with a red arrow pointing to the link. A 'Process' button is visible on the right.

The listed approvers for the journal can be seen by clicking the "Pending" link. The Approval Flow page will display. This page provides the current approval status and shows which steps are pending.

#### Approval Flow

##### Grants Funds Approver

The diagram shows three lines of approval, each with a 'Pending' status for Hongjie Xie (KK-All Project Managers) and a 'Not Routed' status for Multiple Approvers (KK-Grants Central Office).

- Unit UTSA1, ID 0000445863, Date 2020-07-18, Line 1: Pending
- Unit UTSA1, ID 0000445863, Date 2020-07-18, Line 2: Pending
- Unit UTSA1, ID 0000445863, Date 2020-07-18, Line 3: Pending

##### Grants Accounting Approver

The diagram shows one line of approval with a 'Not Routed' status for Multiple Approvers (Grant Accountant Level 1).

- Unit UTSA1, ID 0000445863, Date 2020-07-18: Awaiting Further Approvals

## Modifying a Submitted Budget Transfer Journal

To modify a submitted Budget Transfer Journal, locate the journal and make the desired changes. When the changes are complete, click "Save". The Approval Header Status on the Budget Transfer Journal will now display a Canceled link. Each line in the Journal will also display as Canceled.

The screenshot shows the 'Budget Lines' tab of a Budget Transfer Journal. The 'Approval Header Status' is set to 'Canceled'. Below, a table lists two journal lines, both with 'Canceled' status.

Delete	Line	Approval Line Status	Ledger	SpeedType	PC Bus Unit	Account	Fund	Dept	Function	Project	Cost
<input type="checkbox"/>	1	Canceled	GRT_CH_BUD		UTSSF	G5010	5400	ASC007	200	1000003112	
<input type="checkbox"/>	2	Canceled	GRT_CH_BUD		UTSSF	G5140	5400	ASC007	200	1000003112	

Below the table, the 'Totals' section shows: Total Lines 2, Total Debits 6.00, and Total Credits 6.00.

If a modification is made to a Budget Transfer Journal which has been submitted, the following message will display upon attempting to Save. Click "OK".

### KK Journal Approvals

This Control Budget Journal has already been submitted for approval.

Changes have been made that will require it to be resubmitted by the original requester if the changes are saved. Click OK to save.

OK

Cancel

Refresh

## Review Canceled Approval information

- 1) Click the Canceled link next to the Approval Header Status field.
- 2) This will open a new window and display the Pending Workflow Approval.

The Approval Flow page will display. This page provides current status of approval and which step(s) is/are terminated. In the example below, this Budget Transfer has been terminated for all approval groups. All approvers will receive Workflow Notification that this Journal is now terminated.

Approval Flow

Grants Funds Approver

Unit UTSA1, ID 0000445705, Date 2020-05-11, Line 1: **Terminated**

Grants Funds Approver

**Terminated** Stacy N Williams  
KK-All Project Managers  
06/17/20 - 1:31 PM

→

**Terminated** Multiple Approvers  
KK-Grants Central Office

---

Unit UTSA1, ID 0000445705, Date 2020-05-11, Line 2: **Terminated**

Grants Funds Approver

**Terminated** Stacy N Williams  
KK-All Project Managers  
06/17/20 - 1:31 PM

→

**Terminated** Multiple Approvers  
KK-Grants Central Office

Grants Accounting Approver

Unit UTSA1, ID 0000445705, Date 2020-05-11: **Terminated** [View/Hide Comments](#)

Grants Accounting Approver

**Terminated** Multiple Approvers  
Grant Accountant Level 1

▶ **Comments**

Resubmit Budget Transfer Journal

If a modification has been made and the Journal is modified, follow all steps previously outlined to save, pre-check and submit this journal. Once these steps are completed, the Budget Transfer Journal will be routed to the appropriate approvers.

Approval Flow

Grants Funds Approver

Unit UTSA1, ID 0000445705, Date 2020-05-11, Line 1: **Pending** [View/Hide Comments](#)

Grants Funds Approver

**Pending** Stacy N Williams  
KK-All Project Managers

→

**Not Routed** Multiple Approvers  
KK-Grants Central Office

▶ **Comment History**

---

Unit UTSA1, ID 0000445705, Date 2020-05-11, Line 2: **Pending** [View/Hide Comments](#)

Grants Funds Approver

**Pending** Stacy N Williams  
KK-All Project Managers

→

**Not Routed** Multiple Approvers  
KK-Grants Central Office

▶ **Comment History**

Grants Accounting Approver

Unit UTSA1, ID 0000445705, Date 2020-05-11: **Awaiting Further Approvals** [View/Hide Comments](#)

Grants Accounting Approver

**Not Routed** Multiple Approvers  
Grant Accountant Level 1

▶ **Comments**

▶ **Comment History**

[Return](#)

## Approving Budget Transfer Journal

### Notes:

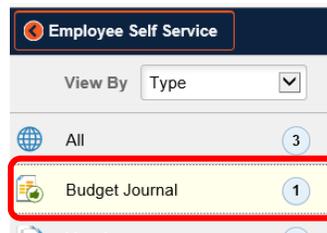
- The process to deny a budget transfer journal is the same as shown below, with the exception that you will click “Deny” rather than “Approve”.
- The process to deny/approve a budget transfer journal is the same for the PI as it is for the RSC.

### PI/RSC Approval

The Approver can access their approval worklist using the landing pages. The appropriate landing page is found at the following location:

[Employee Self Service Landing Page > Financial Approvals Tile](#)

In the Financial Approvals Tile, click on “Budget Journal” to view pending budget journal approvals.



The screen will display information regarding the pending budget journals, including routing date and the employee who routed the journal. Click on a journal to review the details:

Pending Approvals			
<b>Budget Journal</b>	Test Budget Transfer - UTSA1 / 0000445863 / 2020-07-18 - Transfer Adjustment - Daniel Anzak	Routed	1 row
Budget Journal 6.00 USD		07/18/2020	>

To approve the budget journal, click the “Select” button next to each journal line and click “Approve”. You can also leave an optional comment.

*Note: providing a comment for Denied journals are especially helpful because the journal can be resubmitted once the issue identified by Approver is corrected. To resubmit the Budget Transfer Journal, return to the Journal page, Pre-Check, and Submit the Journal again. Approval workflow will restart.*

**Test Budget Transfer**  
6.00 USD

3 line(s) are pending your approval

**Summary**

Business Unit: UTSA1      Journal ID: 0000445863  
 Journal Date: 07/18/20      Ledger Group: GRT\_CHILD1  
 Entered by: Daniel Anzak      Entered on: 07/18/20  
 Entry Type: Transfer Adjustment      Year / Period: 2020 / 11

**Attachments**  
View Attachments (1)

**Lines**  
Pending All

Select	Line	Amount	Account / PC Business Unit	Fund Code / Project	Department / Activity	Cost Center	Function
<input checked="" type="checkbox"/>	1 L4 Scholarships & Fellowships	-6.00 USD	G4140 UTSSP	5100 1000002301 - SCI-7465 - 10046284-TX UofUtah	ASC004 - COS GEOLOGICAL SCIENCES 1		200
<input checked="" type="checkbox"/>	2 L4 Salaries	4.00 USD	G4010 UTSSP	5100 1000002301 - SCI-7465 - 10046284-TX UofUtah	ASC004 - COS GEOLOGICAL SCIENCES 1		200
<input checked="" type="checkbox"/>	3 L4 F&A	2.00 USD	G4180 UTSSP	5100 1000002301 - SCI-7465 - 10046284-TX UofUtah	ASC004 - COS GEOLOGICAL SCIENCES 1		200

Approver Comments  
Approval Chain

A popup window will provide another opportunity to include an optional comment with the approval. Enter a comment if desired and click "Submit".

Cancel **Approve** Submit

You are about to approve this request.

Approver Comments

### GCFS Approval/Posting

*Note: the process to deny a budget transfer journal is the same as shown below, with the exception that you will click "Deny" rather than "Approve".*

The Approver can access their approval worklist using the landing pages. The appropriate landing page is found at the following location:

[Employee Self Service Landing Page > Financial Approvals Tile](#)

In the Financial Approvals Tile, click on "Budget Journal" to view pending budget journal approvals.

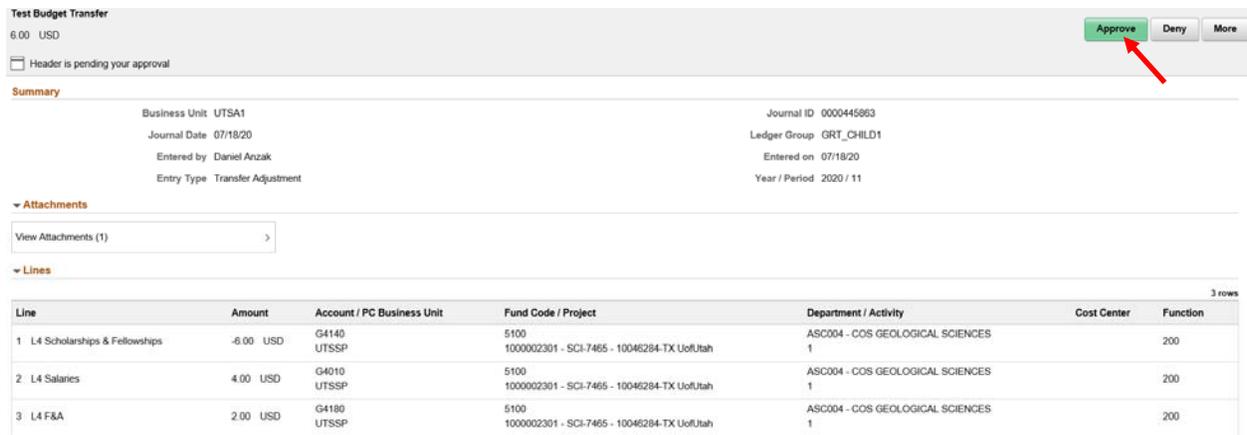
View By Type

- All 51
- Budget Journal 1**
- Journal Entry 50

The screen will display information regarding the pending budget journals, including routing date and the employee who routed the journal. Click on a journal to review the details:



After reviewing the journal lines, click the “Approve” button at the top right of the screen.



A popup window will provide another opportunity to include an optional comment with the approval. Enter a comment if desired and click “Submit”. After submitting the journal, you will be returned to the Pending Approvals page.



## Review and Post Approved Budget Transfer Journal

### Review Budget Transfer Journal

Budget Transfer Journal Approval Header Status will display an “Approved” link when every approval required is completed. Each Line in the Journal will also display as Approved.

Unit UTSA1      Journal ID 0000445863      Date 07/18/2020       Errors Only      Budget Header Status Checked Only  
Approval Header Status Approved

\*Process

Click on the “Approved” link to review the workflow approvals.

Approval Flow

Grants Funds Approver

Unit UTSA1, ID 0000445863, Date 2020-07-18, Line 1: **Approved**

Grants Funds Approver

Approved

Unit UTSA1, ID 0000445863, Date 2020-07-18, Line 2: **Approved**

Grants Funds Approver

Approved

Unit UTSA1, ID 0000445863, Date 2020-07-18, Line 3: **Approved**

Grants Funds Approver

Approved

Grants Accounting Approver

Unit UTSA1, ID 0000445863, Date 2020-07-18: **Approved**

Grants Accounting Approver

Approved

Post Budget Transfer Journals

After all approvals have been reviewed, proceed to post the journal. To do this, select “Post Journal in the Process drop-down list, and click “Process”. Click “Yes” to confirm.

Unit UTSA1      Journal ID 0000445863      Date 07/18/2020       Errors Only      Budget Header Status Checked Only  
 Approval Header Status **Approved**

\*Process

The Budget header Status will now display as “Posted”.

Budget Header | Budget Lines | Budget Errors

Unit UTSA1      Journal ID 0000445863      Date 07/18/2020       Errors Only      **Budget Header Status Posted**  
 Approval Header Status Approved

\*Process Copy Journal      Process

▼ Lines      Personalize | Find | View All | First 1-3 of 3 Last

Chartfields and Amounts      Base Currency Details

Line	Error	Approval Line Status	Ledger	SpeedType	PC Bus Unit	Account	Fund	Dept	Function	Project	Cost Ce
1	X	Approved	GRT_CH_BUD		UTSSP	G4140	5100	ASC004	200	1000002301	
2		Approved	GRT_CH_BUD		UTSSP	G4010	5100	ASC004	200	1000002301	
3		Approved	GRT_CH_BUD		UTSSP	G4180	5100	ASC004	200	1000002301	

From Line      To      Generate Budget Period Lines

**Totals**

Total Lines 3      Total Debits 6.00      Total Credits 6.00

Save      Return to Search      Notify      Refresh      Add      Update/Display

Budget Header | Budget Lines | Budget Errors

## Budget Transfer Workflow Security Rules

Security Rules have been established to ensure the correct information is entered in a Budget Transfer Journal.

The following is a list of possible reasons to get a Security Error:

- Cross Fund used - ex. Fund Code 2110 used on one row and a different Fund Code is used on a different row on a Budget Transfer Journal
- Fund Code Not allowed Used - ex. Plant Fund Code attempts to be used with OPE or GRT\_CHILD1
- Project Budgetary Account Level Enforce - Campus user attempts to use a Budgetary Account that is not in the Level assigned in Commitment Control Budget Definitions (GRT\_CHILD1 Ledger). Ex. Project 100000821 is controlled at Level 5 but campus user tries to use G4090 Budgetary Account.
- Ledger Enforce - Campus user attempts to use a Ledger other than OPE or GRT\_CHILD1 to enter a Budget Transfer Journal (Level 1 and Level 2).

## Information on Errors and Warnings

### Errors

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control

budgets, the exact reason that a budget has insufficient funds will vary from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Transactions with errors stop at the budget check stage and do not proceed until they are corrected or overridden and are budget checked again.

Common Examples of Errors:

Error Code	Overridable?	Description	Notes
E1	Y	Exceeds budget and is over tolerance.	There is not enough money in the budget to accommodate the transaction.
E2	N	No budget exists.	No Budget has been established for this ChartField combination.
E3	N	Budget is closed.	N/A
E6	Y	Budget date is out of bounds.	N/A
E35	N	Required key CF (ChartField) is blank.	Value Required option is set to Required for this key CF (ChartField) on Budget Definitions - Keys and Translations page, but on the transaction line this CF (ChartField) does not have a value.
E44	N	Budget period is invalid.	Apply to budget journal edit.
E45	N	Non key CF (ChartField) has a value.	Non key CF (ChartField) on the budget journal line should be blank.
E46	N	Invalid ChartField value.	The budget journal line contains invalid ChartField value.
E48	N	CF (ChartField) value not at tree level.	The budget journal line contains a ChartField value not at the defined tree level.
E49	N	Key ChartField is blank.	Key ChartField on the budget journal line is blank.
E50	N	Child budget exceeds the parent budget.	Applies to child budget journal edit when Child Budgets Exceed Option is not checked on Budget Definitions - Control Budget Options page. The Budget Processor issues this error when processing a child budget journal having a child budget ledger group.
E51	N	Child budget exceeds the parent budget.	Applies to parent budget journal edit when Child Budgets Exceed Option is not checked on Budget Definitions - Control Budget Options page. The Budget Processor issues this error when processing parent budget journal having the parent budget ledger group.

E91	N	Translation tree error found.	Account or ChartField does not exist on Tree
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## Warnings

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

The Budget Processor issues warnings, rather than errors, in the following situations:

1. The system inherently defines the transaction exception as a warning.

This is the case, for example, with the warning that the budget date does not equal the accounting date and the warning that the transaction exceeds the remaining available budget but is within tolerance.

2. The control option for the control budget definition is *Track with Budget*, or *Control Initial Document*.

If you selected one of these options when you defined your budgets, you determined that transactions that would otherwise generate an error exception merely require an audit trail and examination and do not need to be stopped.

If the control option is *Track with Budget*, you receive warning exceptions, except when there is no budget for a transaction, which results in an error exception. If the control option is *Control Initial Document*, you receive error exceptions for the initial document and warning exceptions for subsequent transactions.

**Note:** Whether the option is *Track without Budget* or *Track with Budget*, you receive warnings for any error that can be overridden; however, errors that cannot be overridden might be logged.

Also note that commitment control detail ledger groups, which by definition are set to track without budget, do not receive budget exceeds warnings.

Common examples of Warnings:

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed.
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is Tracking with Budget, Tracking without Budget, or Control Initial Document. For tracking without budget, no warning is issued for detail tracking ledger groups. If it is not a detail tracking ledger group and a budget row exists, even if it is for a zero amount, a W2 warning is issued if the transaction exceeds the available spending. If no budget row exists, no warning is issued.

W36	Required key CF (Chartfield) is blank.	Warning is issued if the control option is <i>Tracking without Budget</i> .
W64	Parent does not exist.	Warning is issued when the Child Budgets Exceed Option is checked on Budget Definitions - Control Budget Options page.